Correct and Resubmit Rejected Local Estimated Payment Information to TAX - Electronic Submission

Process

HANDLE LOCAL ESTIMATED PAYMENTS

Effective Date

01/29/2016

Purpose

This task is performed to correct and resubmit a rejected electronic file of local estimated payment data to TAX via EESMC (External Entity Secure Messaging Center) and to also notify the TAX Local Estimated Payment Team of the resubmitted file.

Special Notes

- In an effort to prevent erroneous data from entering IRMS, TAX performs simple edits on the data in the Local Estimated Payment files submitted through EESMC. This will help ensure that the file is complete enough to process. If any part of the file fails to pass any of the edits, the file will be rejected without processing.
- If errors are found, an automated e-mail notification is sent to the locality notifying them that a "data file" (or error message) should be reviewed in EESMC

Procedure

Responsibility
Treasurer's Office Locality Representative

Steps
1. Receive an automated e-mail notification regarding EESMC file.
2. Access EESMC to review the "Download Files" in the "File Transfer Section".
3. Review the error message(s) by clicking the red arrow.
   NOTE: Each error message is formatted External ID/ ID Type/ Deposit Code / Error Message(s). This will assist in locating the account and file, since localities may submit multiple files during a given time period.
4. Correct the file based on the error message(s).
   Please refer to Job Aid: EESMC Local Estimated Payment Files - Error Messages
5. Resubmit the corrected file via EESMC.
   Please refer to User Guide: EESMC User Guide, Chapter 1
6. Handle the Transmittal as applicable.
   A. If resubmitting the file due to the correction of information in one or more records,
      1. Obtain the original Transmittal.
      2. Write "**RESUBMITTED**" prominently in the top center of the page.

        3.   Go to STEP 7.

   B.   If resubmitting the file because specifics related to the actual file have changed such as the record count, the total amount of money represented on the file, etc.

        1.   Complete a new Transmittal (or correct information on the original Transmittal).

        2.   Write "**RESUBMITTED CHANGED TRANSMITTAL**" prominently in the top center of the page.

   C.   Go to STEP 7.

7.   Forward the Transmittal to the TAX Local Estimated Payment Team via email or fax.

   NOTE: When emailing or faxing the Transmittal, the deposit certificate should NO LONGER be included.

   A.   If emailing the Transmittal,

        1.   Include the File Name, Your Locality Name, and FIPS Code on the Subject line.

        2.   Use the following email address: TAX-ProcessingEESMC@tax.virginia.gov.

   B.   If faxing the Transmittal,

        1.   Complete a cover sheet directing the Transmittal "TO" the Local Estimated Payment Team.

        2.   Fax the document to (804) 367-3014.

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